2009 Preliminary Courses
'N' Determinations

Principal warns student in writing, provides opportunities for catching up, allows time for problem to be corrected and issues follow-up warning letter(s).

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Where a student has not met the Board of Studies' Course Completion Requirements, Principal makes 'N' determination and completes ***Principal's Determination Form*** by

Wednesday, 21 October 2009.

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Principal advises student (by **Wednesday, 21 October 2009**) and records 'N' determination via Schools Online. Student (and Parent/Guardian, if student under 18) signs ***Principal's Determination Form.*** Principal provides the student with a copy of ***Principal's Determination Form*** and ***Student Appeal Form.***

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Student makes no appeal. All related documentation kept at school. **No further action.**

Student appeals. Student completes ***Student Appeal Form*** and submits it to the Principal by **Monday, 26 October 2009.**

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Principal/Review Committee considers student's appeal and reviews determination.

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Principal/Review Committee **declines** student appeal. Student advised by

Friday, 30 October 2009.

Principal/Review Committee **upholds** student appeal. Student advised by **Friday, 30 October 2009**.

Adjust student's record via Schools Online by **Wednesday, 4 November 2009.** **No further action.**

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Student makes no appeal to the Board of Studies and signs appropriate student declaration on ***School Review – Principal's Report Form.***

All documentation kept at school.

No further action.

Student requests Board of Studies review of appeal by signing and submitting appropriate declaration on ***School Review – Principal's Report Form*** by **Monday, 2 November 2009**. School submits the following documentation to the Office of the Board of Studies:

- ***Principal's Determination Form***
- ***Student Appeal Form***
- ***School Review Principal's Report Form***
- ***Copies of all warning letters issued***
- ***Any other evidence eg teacher reports, record of interviews***

By **Wednesday, 4 November 2009.**

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Office of the Board of Studies conducts review of student appeal.

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Office of the Board of Studies makes final decision.

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Office of the Board of Studies notifies student in December 2009.

Office of the Board of Studies notifies Principal in December 2009.